

CHAPTER II ACQUISITION MANAGEMENT

HARPERS FERRY CENTER ADMINISTRATIVE GUIDELINE NUMBER 7 SMARTPAY PROGRAM MARCH 2001

I. BACKGROUND

The Harpers Ferry Center (HFC) SmartPay Program has been established in accordance with the GSA Governmentwide SmartPay Contract dated November 30, 1998, and the National Park Service (NPS) SmartPay Program Guidelines dated August 19, 1999. The Historic Preservation Training Center (HPTC) also operates under the provisions of these Guidelines. The Program Coordinators responsible for the SmartPay Program at the HFC and HPTC are listed in Attachment A.

II. PURPOSE

The purpose of this Administrative Guideline is to supplement the NPS SmartPay Program Guidelines dated August 19, 1999. The NPS SmartPay Program Guidelines contain the official policies and procedures for the use of the Government Purchase and Travel Card. These Guidelines can be accessed at <http://smartpay.den.nps.gov/start>. This Administrative Guideline contains the policies and procedures that pertain specifically to the HFC and the HPTC and can be accessed at <http://www.nps.gov/hfc/acq-smartpay.htm>.

III. IMPLEMENTATION

It is up to each Reviewing Official to request that an individual be granted a purchase or travel card and establish a single cardholder purchase limit based on their individual need. After the Cardholder has received the required purchase and/or travel card training (see Page 5, Paragraph 1.4 of the NPS SmartPay Guidelines and Paragraph IV that follows), the HFC Program Coordinator will request the Bank of America to activate their card for purchase and/or travel.

IV. SMARTPAY ON-LINE TRAINING

To initially get a purchase or travel card, you must take the SmartPay On-Line Training, pass the assessment tests, print them out, complete an application form and have your Supervisor or Reviewing Official sign the application. The application and test results should then be presented to the Travel and/or Purchase Card Coordinator. The appropriate Coordinator will review and forward the application to the Bank of America. The SmartPay On-Line Training can be accessed at <http://smartpay.den.nps.gov/start>.

For refresher training, the identical on-line training material should be reviewed. After review, proceed to the assessment tests. When you have completed the assessments, print them, have your Supervisor or Reviewing Official sign them and present them to the Travel and/or Purchase Card Program Coordinator. The Coordinator will review scores and either provide a copy of the certification of refresher training (in the case of travel) or a Delegation of Authority (in the case of the purchase card) to the HFC Training Officer. It is important that this Delegation of Authority be placed in your purchase card file for audit purposes.

V. CARDHOLDER RESPONSIBILITIES

A transaction log is required for all orders placed with a purchase card. All purchases will be charged to the cost account established for the SmartPay card and object class 261A. The Cardholder is responsible for writing the account number, object class code, and a description of the item(s) purchased on the statement. The Cardholder is also responsible for obtaining the signature of their Reviewing Official and submitting a copy of the statement to the appropriate budget office by the 15th day after receipt from Bank of America. For HFC, a copy of the statement should be sent to the attention of Teresa Fitzwater. For HPTC, a copy of the statement should be sent to the attention of Janet Deal. A suggested log and commonly used object classes are contained in Attachments B and C.

A travel authorization is required to charge travel to the card. All travel will be charged to the cost account established for the SmartPay card and object class 211O. The Cardholder is responsible for turning in a copy of their statement on a monthly basis to Jennifer Nieves at HFC (whether or not travel occurs). For centrally billed items (below the line), the Cardholder should include the account number, object class code and travel authorization number on the statement. For HPTC, a copy of the statement should be sent to the attention of Janet Deal.

VI. REVIEWING OFFICIAL RESPONSIBILITY

The Reviewing Official is responsible for ensuring that every original certified statement for Cardholders under their supervision is approved, signed and a copy is then submitted in a timely manner to the individuals set forth in Article V.

VII. TRAVEL

When NPS employees travel on official business, their trip will be categorized as either Temporary Duty Travel (TDY) or Permanent Change of Station Travel (PCS). Authorized and prohibited types of charges follow:

A. Temporary Duty Travel (TDY)

Authorized Charges with Travel Authorization	Prohibited Charges
Gasoline for rental car	Gasoline for POV and GOV
Lodging	No reservations for another person other than the cardholder.
Meals	
Air, Bus, Train, etc...	
Travel Advances	
Taxis, Shuttle Bus, etc...	
Rental Cars	

B. Permanent Change of Station Travel (PCS)

Authorized Charges with Travel Authorization	Prohibited Charges
House hunting trip expenses	Temporary Subsistence Costs
Expenses incurred enroute to the new duty station	

VIII. SHIPPING AND RECEIVING PROCEDURES

If shipping is over \$250, a Government Bill of Lading is required and should be coordinated with the Office of Support Services.

Most purchase card orders are to be shipped directly to the person who orders the item(s). However, for inbound shipments that exceed small package carrier limits, the Charles Town Warehouse (National Park Service, 401 West Washington Street, Charles Town, WV 25414) can still be used. Please do not use 5 Willow Spring Drive. The Cardholder must make sure that the packing slip contains the following information: name, address, telephone number, and the term "Payment by Purchase Card." This information will allow the Center's Receiving Officer to properly deliver the item(s) and/or contact the Cardholder if a problem arises with an item(s).

It is very important that the Cardholder request the vendors to have the carrier contact the Harpers Ferry Center 30 minutes prior to delivery to the Charles Town Warehouse. This will ensure someone will be at the warehouse to accept the delivery. Carriers can call either Robert Flanagan on 304-535-6122, Pager Number 304-271-4593, Raymond Fowlkes on 304-535-6740, Pager Number 304-271-4592, or the Main Reception Area, 304-535-6205 for deliveries.

IX. MANDATORY SOURCE PURCHASING

Cardholders must comply with the Federal mandatory purchase priority requirements contained in Part 8 of the Federal Acquisition Regulation.

Many mandatory supply purchases from Federal Prison Industries and workshops are purchased through General Services Administration (GSA) Customer Supply Centers. The purchase of supplies at commercial retail stores is not permitted if the product is available from a workshop. In an effort to aid government purchasers, GSA authorized six commercial sources to distribute SKILCRAFT supplies to the Government. SKILCRAFT suppliers are available at discounted Government prices and can only be ordered from the six commercial sources by using the *special* telephone numbers listed below:

Boise Cascade Office Products	1-888-505-3337
BT Office Products International	1-888-862-8674
Corporate Express	1-800-706-9267
Innovative Sales Brokers	1-800-283-1903
Office Depot	1-888-263 9586
Staples National Advantage	1-888-212-7219

Use of these sources is required unless your purchase card file documents a reason that an exception exists. An important memo from Paul A. Denett, Senior Procurement Executive, Department of the Interior, regarding this subject can be accessed at <http://www.doi.gov/pam/source.html>.

X. NON-EXPENDABLE PERSONAL PROPERTY

Non-expendable personal property is property that retains its identity throughout its useful life, which is normally anticipated to be one year or longer, and is reusable for the same function. All Cardholders are authorized to purchase non-expendable personal property up to \$2,500 by purchase card with the exception of sensitive property items and AV Depot equipment. Sensitive property items are listed on Page 12, Paragraph 3.7, Item E of the NPS SmartPay Guidelines and in Attachment C of this Guideline. A listing of AV Depot equipment can be obtained through David Kacinec. The AV Depot purchases or requests purchase of all Depot equipment. The Office of Acquisition Management purchases all sensitive property.

XI. PURCHASE OF BOOKS AND VIDEOS

All Cardholders are authorized to purchase books and videos; however, the HFC or HPTC library must be checked first. After purchase, it is the responsibility of the Cardholder to ensure that the book or video is accessioned into the HFC or HPTC library system on a monthly basis. **The exception to this policy is computer books and manuals or other training material and technical construction reference materials (i.e., building codes and life/safety codes).**

XII. PURCHASE OF COMPUTER SOFTWARE, SHAREWARE AND CD ROMS

Software, shareware or CD ROMS with an acquisition cost of less than \$2,500 may be purchased at the department/office level with the purchase card; however, before the purchase is made, approval from the Deputy Associate Manager, Office of Information Management must be obtained via e-mail. The information required for approval is: name of software, shareware or CD-ROM, price, manufacturer, vendor, user, machine it will be installed in and reason for purchasing. The Office of Information Management approval, along with the receipt and/or invoice, will be required for audit purposes and must be kept as part of your purchase card file documentation.

Each department and office is responsible for establishing procedures for ensuring compliance with all terms of the licensing and registration of the purchased software, shareware or CD ROMS. Proof of license for the purchased software must be kept on file within the department/office and copies must be provided to the Office of Information Management on receipt of the purchase. License documentation must include receipt and/or invoice, license agreement (terms of license), license certificate and license serial number.

XIII. PURCHASES AT AUCTION

The Department of Historic Furnishings is authorized to make purchases at auctions or sales for items required by approved furnishing or exhibit plans. Items purchased from these plans must be picked up at the same time the purchase is made. Each Cardholder is responsible for ensuring that the Registrar's Office is notified of all purchases on a monthly basis.

XIV. REGISTRATION FEES FOR CONFERENCES AND TRAINING CLASSES

Prior approval must be obtained from Gloria Baker, the HFC Training Officer, before registration for conferences or training classes can be paid for by purchase card. In order to comply with the Office of Personnel Management Federal Training Regulations, and to reconcile the Center's training budget, the request must either be a SF-182, "Request, Authorization, Agreement and Certification of Training" form or an e-mail request from your Supervisor. The following information is required: name of employee, name of conference/training class, name of vendor, dates of event, cost, and a justification for training. The Training Officer's approval, along with the receipt and/or invoice will be required for audit purposes and must be kept as part of your purchase card file documentation. It is the responsibility of the Department's Office Training Coordinator to ensure that a SF-182 form is completed and forwarded to the HFC Training Officer. This procedure applies to HFC employees only.

The Historic Preservation Training Center employees should not use their purchase card for registration fees for conferences and training classes. The Historic Preservation Training Center employees must complete a HPTC "Training Request" form and submit it to Dorothy Printup, the HPTC Training Manager. The HPTC Training Manager will register the employee and pay for training classes and conferences with her purchase card.

XV. PROHIBITED USE OF THE CARD

The following items are added to the list of prohibited purchases on Page 12, Paragraph 3.7 of the NPS SmartPay Guidelines:

- A. Expendable property that is purchased in bulk supply and stocked by the Office of Support Services, except in emergency and field situations (Attachment D).
- B. AV Depot Equipment.
- C. Subscriptions and memberships (except David Nathanson, Diann McCoy and Nancy Flanagan for HFC and Tom Vitanza for HPTC).

If an emergency field situation occurs, contact the Office of Acquisition Management for the purchase of sensitive property. **DO NOT BUY IT WITH YOUR PURCHASE CARD!**

Attachments

ATTACHMENT A

HARPERS FERRY CENTER SMARTPAY PROGRAM COORDINATORS

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
HFC Purchase Card Coordinator	Beverly Rinaldi-Alt	(304) 535-6237
<i>Effective April 1, 2001:</i>		
HFC Purchase Card Coordinator	Pamela Blaylock	(304) 535-6238
<i>Effective April 1, 2001:</i>		
HFC Alternate Purchase Card Coordinator	Beverly Rinaldi-Alt	(304) 535-6237
HFC Travel Card Coordinator	Jennifer Nieves	(304) 535-6281
HPTC Travel Card Coordinator	Janet Deal	(301) 663-8206 Extension 103
HFC Training Coordinator	Gloria Baker	(304) 535-6234
HPTC Training Coordinator	Dorothy Printup	(301) 663-8206 Extension 101
Disputes Officer	Pamela Blaylock	(304) 535-6238
Alternate Disputes Officer	Beverly Rinaldi-Alt	(304) 535-6237

Billing Office: Accounting Operations Center (AOC)
Reston, Virginia

Cardholders	101
Approving Officials	19

ATTACHMENT B

[illegible]

ATTACHMENT C

COMMONLY USED OBJECT CLASS CODES SMARTPAY PROGRAM

Default Code	261A
1. Conference Room Rentals	232A
2. Express Mail	233J
3. Equipment Rental	233L
4. Training	252T
5. Medical	256M
6. Repair and Maintenance Equipment	257i
7. Supplies and Materials	261A
8. Books	262A
9. Library Materials Not Books	262J
10. Information Technology Supplies and Materials	263O
11. Building Supplies	264A
12. Employee Supplies - Safety	265S
13. Non-Capitalized Equipment – Non-Controlled	312B
14. Non-Capitalized Software	312D
15. Airfare	211C
16. Agent Fee	211C
17. Taxi Fare	211R
18. Other Incidental Expenses (Parking)	211I

For a more complete listing, contact the Office of Acquisition Management or the Office of Programs and Budget

SENSITIVE PROPERTY

- | | |
|---------------|--------------------|
| 1. Computers | 7. Trucks |
| 2. Printers | 8. Vans |
| 3. Monitors | 9. Motorcycles |
| 4. Cameras | 10. Motor Scooters |
| 5. Camcorders | 11. Boats |
| 6. Cars | |

ATTACHMENT D

GSA SUPPLY STORE CATALOG

MARCH 2001

**DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
HARPERS FERRY CENTER
OFFICE OF SUPPORT SERVICES
HARPES FERRY, WEST VIRGINIA 25425**

Supply orders are filled when received. If more information is necessary, please telephone Raymond Fowlkes on Extension 6740.

<u>STOCK NUMBER</u>	<u>SUPPLY ITEM</u>	<u>SIZE</u>	<u>UNIT</u>
<u>Envelopes</u>			
No Number	Gold with Return Address	6" x 10-1/2"	Each
No Number	Brown with Return Address	9-1/2" x 12"	Each
No Number	White with Return Address	4-1/8" x 9-1/2"	Each
No Number	White with Return Address and Window	4-1/8" x 9-1/2"	Each
<u>General Office Supplies</u>			
No Number	Labels with Return Address	3" x 5"	Each
No Number	HFC Letterhead	8-1/2" x 11"	Ream
<u>Xerox Supplies</u>			
6R135	Dry Ink for Model 5046		Box
6R244	Dry Ink for Models 5028 and 5034		Box
6R229	Dry Ink for Model 5065		Box
8R111	Fuser Lubricant		Bottle
8R2955	Fuser Agent for Model 5046		Bottle
5R318	Developer for Model 5065		Box
13R9	Copy Cartridge for Models 5028 and 5034		Box
113R317	Copy Print Cartridge for Models 332, 340, 440, & 432		Each

<u>STOCK NUMBER</u>	<u>SUPPLY ITEM</u>	<u>SIZE</u>	<u>UNIT</u>
8R1177	Staples for Model 5065		Box
2253	Staples for Model 5046		Box
	<u>Paper</u>		
3R2047	White	8-1/2" x 11"	Box
3R2051	White	8-1/2" x 14"	Ream
3R3052	Blue	8-1/2" x 11"	Ream
3R3054	Yellow	8-1/2" x 11"	Ream
3R3056	Green	8-1/2" x 11"	Ream
3R3058	Pink	8-1/2" x 11"	Ream